

5 August 1959

MEMORANDUM TO: All Division and Branch Chiefs, ERA
FROM: Acting Chief, ERA
SUBJECT: Transfer of Responsibility for Analyst Time
Distribution Records

1. Effective 10 August 1959, St/PR will assume responsibility for handling and forwarding to OCR (Machine Division) the Analyst Record of Time Distribution sheets. Time sheets for the week, 3-7 August, should accordingly be delivered to St/PR instead of to Mr. [REDACTED] St/PB, as formerly.

25X1A9a

2. This transfer of responsibility is in anticipation of a review of the ERA's time recording procedures which is being undertaken within St/PR in an effort to develop a simplified and more accurate system.

3. Each branch chief is requested to remind analysts that the data on these sheets are transferred to IBM cards and that accuracy and legibility are essential if errors are to be avoided in the cumulative machine runs. Past errors have resulted primarily from the following causes:

- a. Illegibility.
- b. Transposition of digits in project numbers.
- c. Failure to account for eight full hours per day.
- d. Listing of support projects (S-series) in columns 2 and 3 instead of accounting for them in columns 3 and 4.
- e. Use of "ditto" marks (Project numbers must be written out for each entry).

4. Division offices are requested to collect and check all analyst time sheets for these and other errors before turning them in to St/PR. Weekly time sheets are due in St/PR by noon each Monday following.

25X1A9a



Distribution:

- 2 - ea Division
- 1 - ea Branch
- 2 - OCH/E
- 2 - 25X1A9a

St/PR/RR: [REDACTED] blw/2803 (4 Aug 59)

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